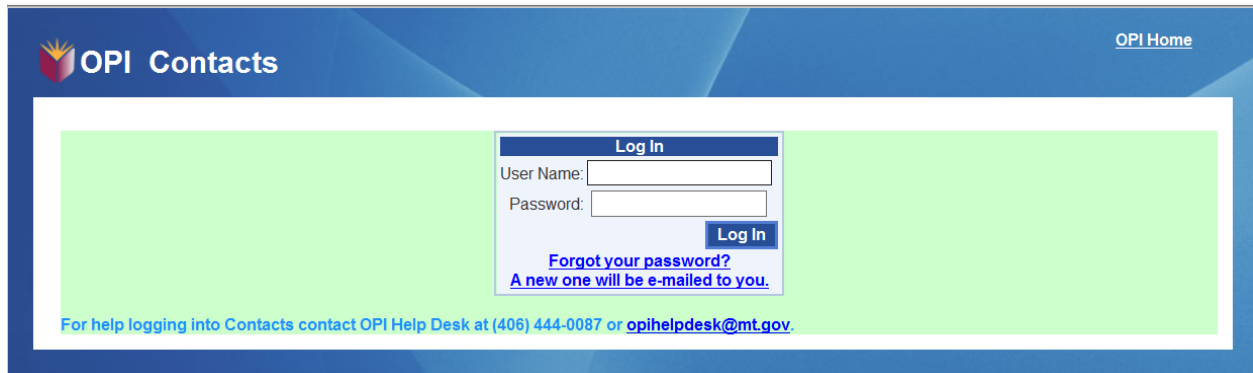# County Data Update

User Access

OPI Common Login is required to log into OPI Contact system. OPI Common Login is the same user ID and password as other OPI systems (ex. MAEFAIRS). If you do not have an OPI common login contact OPI Help Desk at OPIHelpDesk@mt.gov as we have setup a common login ID for all current County Superintendents.

Updating Data

Use the link below to log into the OPI Contacts system using your OPI Common Login ID:
https://apps.opi.mt.gov/Contacts/frmLogin.aspx?ReturnUrl=%2fContacts%2ffrmDefault.aspx

Once logged into system you will see the below screen. Click on the ***"Data Entry"*** option which will be used to make the applicable changes. Note each county will only be able to see the data for their county. There are four locations, County, Systems, EdOrg, and School. Each location has specific contact information as outlined below.
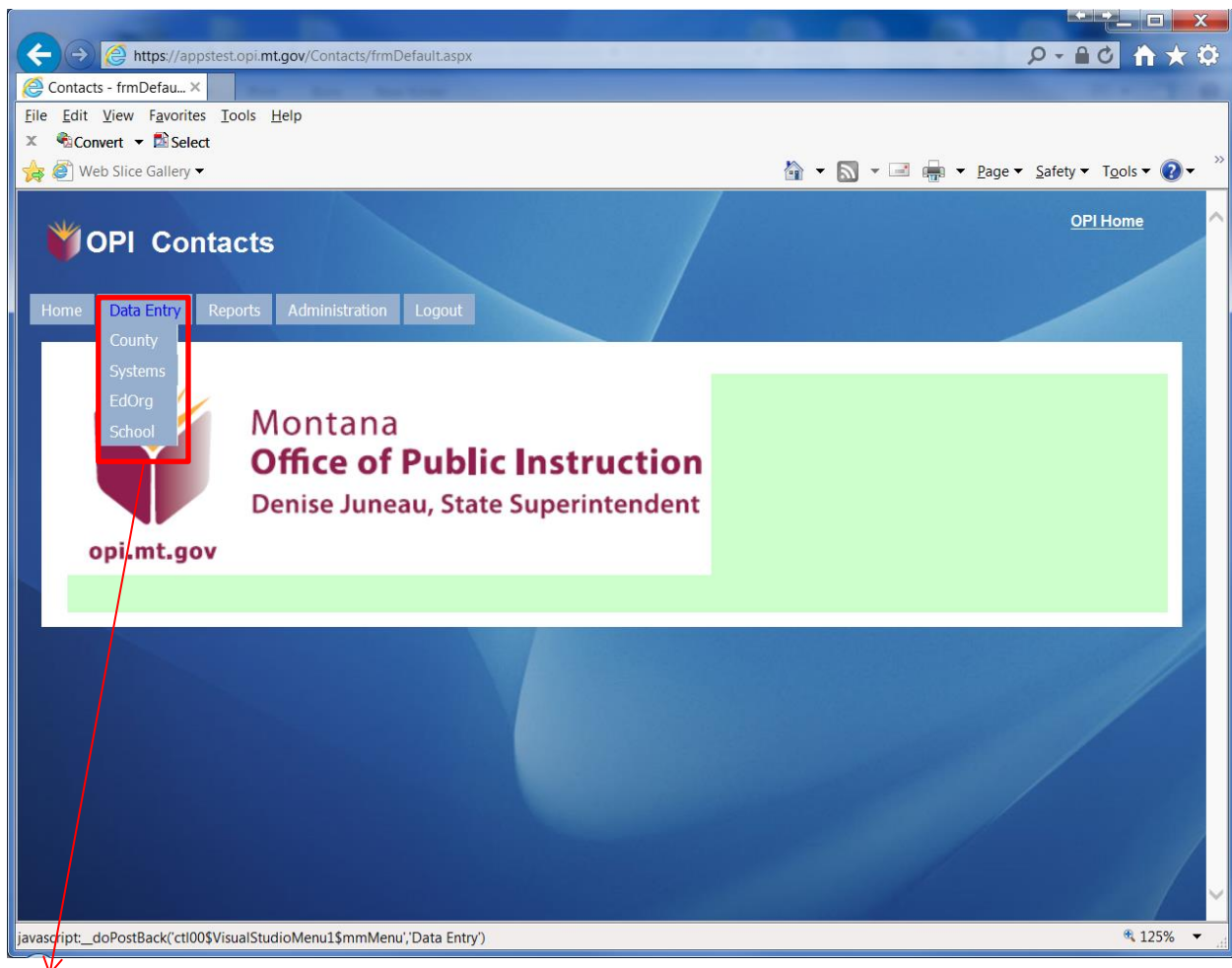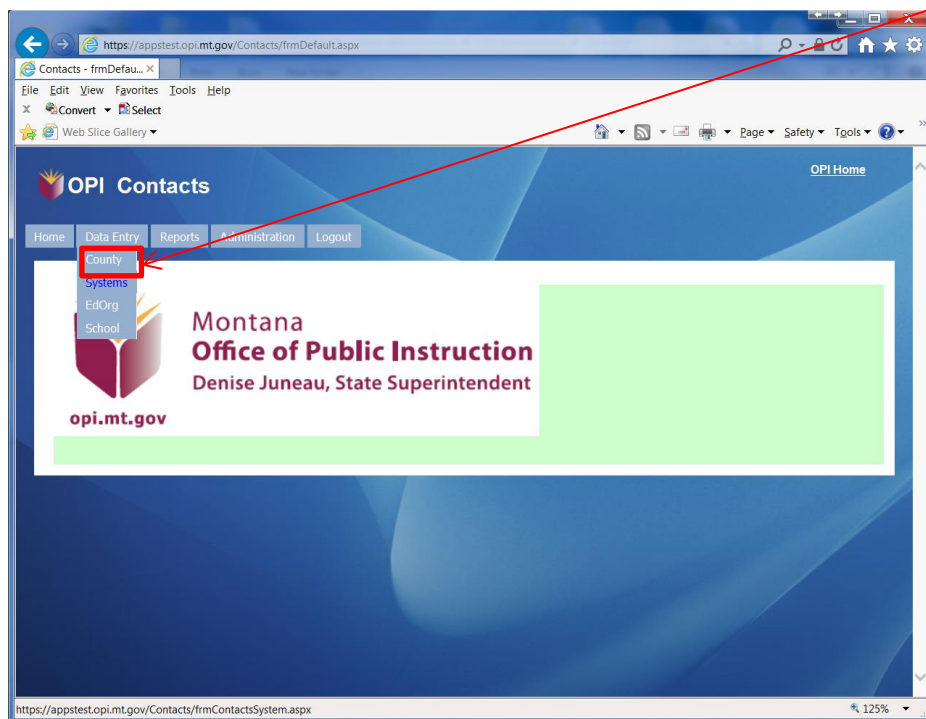
County – County Superintendent and County Treasurer
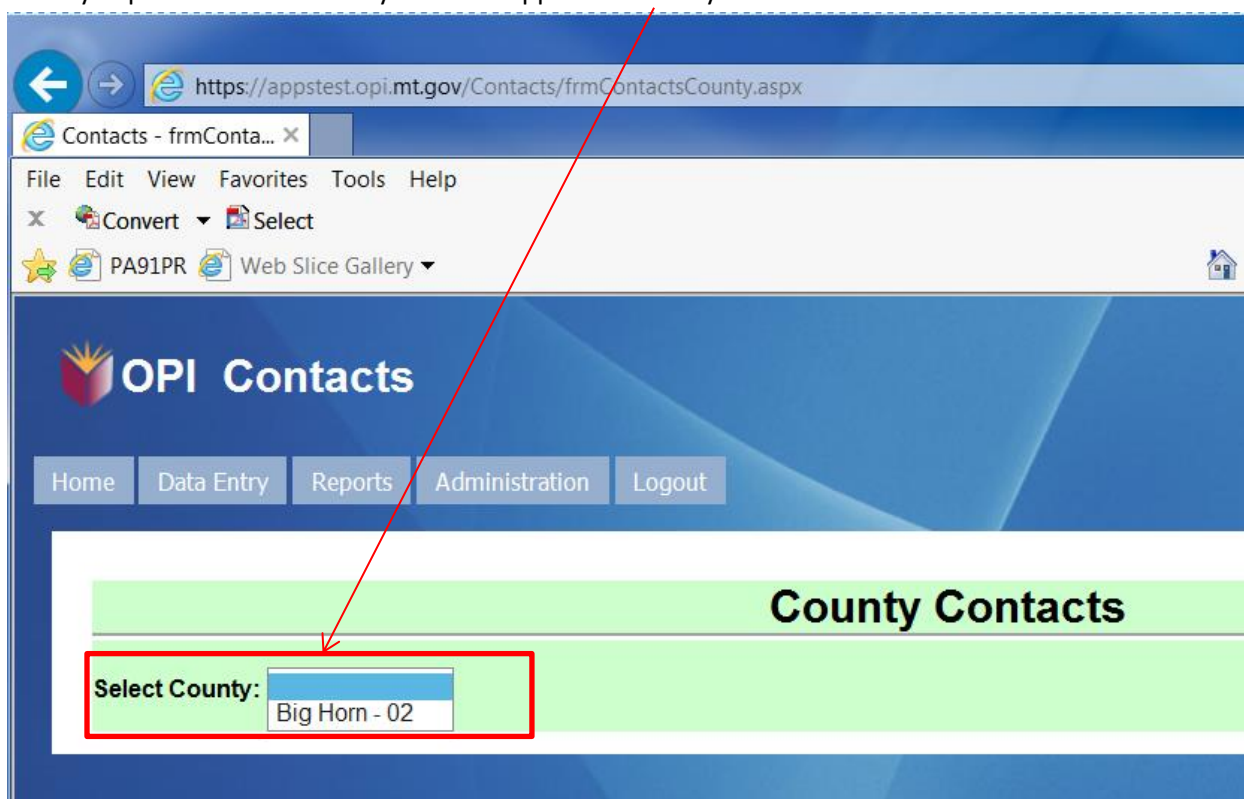
Systems – Not applicable to counties

EdOrg – Not applicable to counties

School – Not applicable to counties

To verify or make a change to existing data, from *"Data Entry"* option, select the **"County"** option

You will select the location(s) assigned to you for updating. Counties have been pre-assigned so each County Superintendent will only see their applicable county.

Verify or update data as applicable:

OPI Contacts

Home | Data Entry | Reports | Administration | Logout

County Contacts

Select County: Big Horn - 02

First Name	MI	Last Name	Role		
Sandy		Watts	COSUPT	Select	Delete
Josephine		Guptill	COTREAS	Select	Delete

Role: [ ] Title: [ ]

Contact Name: [First Name] [MI] [Last Name]

Address:
[ ]
[ ] MT [ ] - [ ]

Phone Number: (###) ### - #### Ext: #### Fax Number: (###) ### - ####

E-Mail: [ ]

Save | Cancel

Current data to verify or update. To update hit the "**Select**" button.

OPI Contacts

Home | Data Entry | Reports | Administration | Logout

County Contacts

Select County: Big Horn - 02

First Name	MI	Last Name	Role		
Sandy		**Watts**	**COSUPT**	Select	Delete
Josephine		Guptill	COTREAS	Select	Delete

Role: COSUPT Title: County Superintendent

Contact Name: Sandy [MI] Watts

Address:
PO Box 908
Hardin MT 59034 -

Phone Number: (406) 665 - 9820 Ext: #### Fax Number: (406) 665 - 9823

E-Mail: swatts@co.bighorn.mt.us

Save | Cancel

Data is now presented for updating. Make necessary changes and then select the "Save" button to update changes.

Note: Contact information is limited to County Superintendent and County Treasurer.

To add a New Contact:

Go to the **"Data Entry"** option and select the County location. As presented below there is no information in the contact data. Add the new data and select the **"Save"** button.

Once the Save button has been selected you will see the new entry.